



DELAINE EASTIN
State Superintendent of Public Instruction

**CALIFORNIA
DEPARTMENT
OF
EDUCATION**

721 Capitol Mall

P. O. Box 944272

Sacramento, CA

94244-2720

April 19, 2002

Dear County and District Superintendents, Charter School Administrators,
Administrators of Institutions of Higher Education, and Other Interested Organizations:

**Assembly Bill (AB) 75 (Steinberg) Chapter 697, Statutes of 2001
The Principal Training Program**

The California Department of Education (CDE) is pleased to announce incentive funding available under AB 75, The Principal Training Program, for local educational agencies (LEAs) to provide training for principals and vice principals. The application for program funding is available on the CDE Web site at <http://www.cde.ca.gov/pd/prin/index.html>

Background

The Principal Training Program, authorized by AB 75 (Steinberg) Chapter 697, Statutes of 2001, provides funding to LEAs for training principals and vice principals using State Board of Education (SBE) approved training providers. Training school site administrators in the skills and knowledge necessary for their critical and complex roles as instructional leaders ensures the leadership, infrastructure and support for full implementation of effective instructional programs to improve student achievement. Information about the Principal Training Program and the Criteria and Requirements for State Board of Education Approved Training Providers is available on the CDE Web site at <http://www.cde.ca.gov/pd/prin/rfa.html>. Program training will be provided in six content areas organized into three modules listed below:

Module 1 – Leadership and Support of Student Instructional Programs

(2) Core academic standards; (3) Curriculum frameworks and instructional materials aligned to the state academic standards; (4) The use of pupil assessment instruments, specific ways of mastering the use of assessment data from the Standardized Testing and Reporting Program, and school management technology to improve pupil performance; (6) Extension of knowledge, skills, and abilities acquired in the preliminary administrative preparation program that is designed to strengthen the ability of administrators to serve all pupils in the school to which they are assigned.

Module 2 - Leadership and Management for Instructional Improvement

(1) School financial and personnel management; (6) Extension of knowledge, skills, and abilities acquired in the preliminary administrative preparation program that is designed to strengthen the ability of administrators to serve all pupils in the school to which they are assigned.

Module 3 – Instructional Technology to Improve Pupil Performance

(5) The provision of instructional leadership and management strategies regarding the use of instructional technology to improve pupil performance; (6) Extension of knowledge, skills, and

abilities acquired in the preliminary administrative preparation program that is designed to strengthen the ability of administrators to serve all pupils in the school to which they are assigned.

Application for Program Funding

A school district, county office of education, or charter school may apply for three-year funding to train their own school site administrators or they may apply as the LEA for a consortium of school districts by completing the online application for program funding available on the CDE Web site at <http://www.cde.ca.gov/pd/prin/>. Instructions for accessing and completing the online application are enclosed and include your LEA username and password. The LEA application for program funding consists primarily of demographic information and certification of assurances. Locally funded charter schools may apply through their chartering agency (county office of education or school district). Direct-funded charter schools must apply individually or as a part of a consortium.

If an LEA is approved for program funding for a consortium of districts they will handle all fiscal matters and required reporting for the participating districts. Local educational agencies are encouraged to submit their application for three-year funding this fiscal year. Applications for program funding received by May 10, 2002, will be forwarded to the SBE for approval at the May 29-30, 2002, meeting. Applications received after May 10, 2002, will be forwarded to the SBE for approval at subsequent meetings.

Timeline for LEA Application for Program Funding

Instructions for LEA Application Posted & Mailed	April 19, 2002
LEA Applications for Program Funding	April 19-May 10, 2002
SBE Approval of LEA Programs	May 29-30, 2002
Notification of SBE Approval	June 5, 2002

It is the intent of the Legislature that an LEA give highest priority to training administrators assigned to, and practicing in, low-performing or hard-to-staff schools. "Low-performing school" is defined as a school in the bottom half of all schools based on the Academic Performance Index (API) rankings. "Hard-to-staff school" is defined as a school in which teachers holding emergency permits or credential waivers make up 20 percent or more of the teaching staff.

Program Funding and Local Matching Funds

Funding in the amount of \$3,000 will be provided through The Principal Training Program for each principal and vice principal trained. The Bill & Melinda Gates Foundation will provide \$1,000 in local matching funds for each principal trained and up to \$500 for each vice principal trained, based on overall participation in the program. Districts receive Gates Foundation local matching funds by submitting the LEA online application for funding. Any combination of local, federal, or private resources or contributions may be used for the remaining matching fund contribution.

In-kind contributions may not be used for the local agency's match. An LEA is eligible to receive funding to train one-third of its school site administrators during FY 2001-02, one-third during FY 2002-03, and the remaining one-third during FY 2003-04. Funding requested for FY 2001-02 may be used for training principals and vice principals in FY 2002-03.

Training Requirements

To receive funding, the LEA must assure that each principal and vice principal, for whom funding has been received, completes 80 hours of Institute Training and 80 hours of Follow-Up Practicum within a two-year period. Grant award payments will be based on training benchmarks. An initial payment of 40 percent of the grant award will be based on the number of principals and vice principals approved to be trained each year. A second payment of 30 percent will be based on the number of principals and vice principals who have completed 80 hours of training. A final payment of 30 percent will be based on the number of principals and vice principals who have completed all 160 hours of training required for both the Institute (80 hours) and Follow-Up Practicum (80 hours). Reporting for the program will be made through an online web-based management system that will enable LEAs to access and report information and validate data. The first step in using this management system will be through the online application for funding.

Use of SBE Approved Training Providers

Local education agencies are required to use SBE approved training providers. Training providers may only provide training for modules for which they have been approved. An LEA may apply to be their own training provider or they may use an external provider for one or more of the three modules. If an LEA is planning to provide its own training, it must submit an application to become an SBE-approved training provider. Information about how to apply to become an SBE-approved training provider can be found on the CDE Web site at <http://www.cde.ca.gov/pd/prin/>. There are two application due dates for SBE training providers, May 1, 2002, and June 5, 2002. It is anticipated there will be another opportunity to apply to become an SBE-approved training provider in the fall of 2002.

For questions about the Principal Training Program, please contact either Joy Allingham, Consultant, at (916) 324-5689, e-mail jalling@cde.ca.gov; Sandra Frank, Consultant, at (916) 323-5505, e-mail sfrank@cde.ca.gov; or Patty Stevens, Analyst, at (916) 323-5838, or e-mail at pstevens@cde.ca.gov.

Sincerely,

Joanne Mendoza, Deputy Superintendent
Curriculum and Instructional Leadership Branch

JM:sf/ps

Attachment: Online Application Instructions